

**CONFIDENTIAL**

16 FEB 1950

**MEMORANDUM FOR PARTICIPATING MEMBERS OF THE INTELLIGENCE ADVISORY  
COMMITTEE:**

**SPECIAL ASSISTANT, INTELLIGENCE  
DEPARTMENT OF STATE  
DIRECTOR OF INTELLIGENCE, GENERAL STAFF  
UNITED STATES ARMY  
DIRECTOR OF NAVAL INTELLIGENCE  
DIRECTOR OF INTELLIGENCE, HEADQUARTERS  
UNITED STATES AIR FORCE**

**SUBJECT: Conferences With United States Government Officials  
Returning From Abroad**

1. The high intelligence potential of conferences with United States Government officials returning from abroad depends in large part upon the opportunity they provide to secure from such officials their personal and uninhibited views and opinions. This depends in turn on the guarantee which can be given to such officials that their remarks, however informal, will be honored by absolute and rigorous security precautions on the part of all attending such conferences.
2. In order to insure that such security precautions are taken to the fullest possible extent, certain steps are proposed to increase existing security guarantees and thereby further reduce the danger of security violations. Since several security violations have occurred in the recent past in connection with participation of the intelligence agencies in such conferences, I consider it desirable to tighten up on the security aspects of this matter and to regularize other procedural aspects thereof.
3. The attached draft of a proposed agreement covering operational relationships in this matter is submitted for your concurrence and/or comment. After the final text of this paper is agreed upon by all concerned, it is proposed that it be issued as an "Interagency Operating Procedure" on this subject.
4. It is believed that there are other operational and procedural relationships which need clarification and standardization. Often these matters apply to CIA's relationship with only one or a few of the intelligence agencies. After agreement is reached on these matters by the

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**CONFIDENTIAL**PROPOSED INTERAGENCY OPERATING PROCEDURE

**SUBJECT:** Conferences with United States Government Officials  
Returning from Abroad

**AGENCIES PARTICIPATING IN THIS AGREEMENT:**

Central Intelligence Agency  
Department of State  
Department of the Army  
Department of the Navy  
Department of the Air Force

Conferences with United States Government officials returning to the United States from areas which are of significant intelligence interest constitute a valuable source of information for intelligence purposes and may be of great assistance to intelligence specialists by virtue of the opportunity such conferences provide to secure from such officials their personal and uninhibited views and opinions. In order to free such officials from the unnecessary burden of repeating their remarks to successive groups of intelligence specialists, it is agreed that the initial interagency intelligence conference will be conducted under the auspices of the Central Intelligence Agency for the benefit of all agencies participating in this agreement. To clarify and standardize certain principles governing the scheduling and conduct of such conferences, the following operating procedures and allocation of responsibilities are agreed upon:

1. The intelligence organizations of the Departments of State, the Army, the Navy, and the Air Force will inform CIA of officials of their departments who return to the United States after service or official travel in foreign areas which are of

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agencies concerned, published agreements at the appropriate policy level will provide the desired machinery for this purpose.

5. I should appreciate receiving your early reply, both regarding the substance of the enclosure and regarding the issuance from time to time of agreed-to "Interagency Operating Procedures" which are not so broad in application as the policy National Security Council Intelligence Directives or the implementing Director of Central Intelligence Directives.

*1950 - dir via  
ER 2/16/50.*

R. H. HOLLENKOTTER  
Rear Admiral, USN  
Director of Central  
Intelligence

Enclosure:

Draft of Proposed Operating  
Procedure, with enclosure

PC/mhb

COAPS-14 February 1950

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Approved For Release 2003/07/29 : CIA-RDP80R01731R001200050074-7

significant intelligence interest. CIA will keep itself informed, through established liaison channels, of officials of other departments and agencies of the U. S. Government who return to Washington from such areas.

2. Conferences with selected officials who pass through Washington will be scheduled in accordance with the following provisions:

a. The scheduling will be done by CIA through the intelligence organizations of the Departments of State, the Army, the Navy, or the Air Force for officials of these Departments; and by CIA through established liaison channels for officials of other departments and agencies of the U. S. Government.

b. These conferences will be scheduled at a time and place agreeable both to CIA and to the Departments or Agencies concerned.

c. Due notification of scheduled conferences will be given by CIA to the intelligence organizations of the Department of State, the Army, the Navy, and the Air Force, in order that qualified intelligence specialists of these organizations may participate therein, within the limits of available facilities.

d. CIA will provide suitable facilities for such conferences.

e. CIA will provide transportation facilities and other appropriate courtesies for the official participating therein.

f. CIA will be responsible for the conduct of such conferences.

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3. These conferences are for the benefit of the intelligence specialists having direct interest in the areas and subjects to be discussed. All those attending should be prepared to question the officials from a specialized intelligence viewpoint, since such conferences are not meant for general orientation or passive participation. The need-to-know principle should govern the selection of those designated to attend such conferences.

4. Intelligence specialists who are not able to attend the conferences, or who do not wish to present their questions orally, may submit them to the presiding officer either before or during the meeting. Questions so submitted should bear the name and organization of the intelligence specialist submitting them.

5. Because of the informality and classified nature of such conferences, special security precautions are essential. All of those whose names are submitted for attendance must have been cleared for TOP SECRET by their respective intelligence organizations, and should know in advance of the substance of the attached Security Agreement, a copy of which they will be asked to sign before each conference.

6. CIA is able to interview United States Government officials returning from abroad who do not pass through the Washington area, in a manner similar to its operations under the provisions of NSCID No. 7. CIA will do this in the interests of and according to requirements submitted by the intelligence organizations of the Departments of State, the Army, the Navy, and the Air Force.

Enclosure:  
Security Agreement

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CONFERENCE WITH U. S. GOVERNMENT OFFICIAL RETURNING FROM ABROAD

NAME and TITLE of OFFICIAL: \_\_\_\_\_

DATE, TIME, and PLACE of CONFERENCE: \_\_\_\_\_

SECURITY AGREEMENT

I, the undersigned, having already been certified as cleared for TOP SECRET by the intelligence organization which I represent, understand that my participation in this conference entails on me special security responsibilities. I understand that this conference is classified and that the official whose name appears above has been requested to give his personal, uninhibited and informal views and opinions on the areas and subjects to be discussed. Therefore, I agree to the following special security precautions:

- a. To give an appropriate classification to items of intelligence information derived from this conference, and to disseminate them only in such a way that their immediate source will not be disclosed.
- b. To make no dissemination of personal views or opinions expressed at this conference, and to make use of such personal views or opinions only in the evaluative process of intelligence production, without revealing their immediate source.
- c. To ask no questions about clandestine operations nor about clandestine sources of any U.S. intelligence organization.

I understand, in conclusion, that my signature affixed hereto constitutes a record of my attendance at this conference, and that any indication of even an inadvertent unauthorized disclosure of matters discussed hereat will result in a thorough investigation.

TYPED NAMES AND AGENCY

SIGNATURES

_____	_____
_____	_____
_____	_____
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17 APR 1950

MEMORANDUM FOR: SPECIAL ASSISTANT, INTELLIGENCE, DEPARTMENT  
OF STATE  
ASSISTANT CHIEF OF STAFF, G-2, DEPARTMENT OF  
THE ARMY  
DIRECTOR OF NAVAL INTELLIGENCE  
DIRECTOR OF INTELLIGENCE, HEADQUARTERS, UNITED  
STATES AIR FORCE  
DIRECTOR OF INTELLIGENCE, ATOMIC ENERGY  
COMMISSION  
DEPUTY DIRECTOR FOR INTELLIGENCE, THE JOINT  
STAFF  
DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

SUBJECT: Establishment of Contact Points in the IAC Agencies  
as a Protection Against Promoters, "Would-be" Spies,  
Aliens, Etc.

REFERENCE: (a) Circular Memorandum to the IAC Members from the  
DCT dated 26 May 1949, subject: [REDACTED]

25X1

ENCLOSURE: 1. Report on a "Visitor" to several Intelligence  
Agencies  
2. Interagency Operating Procedure Proposal

1. Enclosed is a report about [REDACTED] who has visited many of  
the intelligence offices and individuals in Washington.

25X1

2. Confirming recent conversations between our respective staffs,  
I think steps should be taken by all intelligence agencies to protect  
the intelligence organizations from penetration by non-governmental  
individuals. The enclosed report gives an example. If the above  
reference had been followed, some of these "visits" would have been  
controlled or eliminated.

25X1

**SECRET**

*1AC.*

**SECRET**

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4. If the other intelligence agencies had a similar procedure, it is thought that it would be beneficial to all concerned. It might be possible for the intelligence agencies in the Department of Defense to have a somewhat similar notice circulated, pointing out the dangers of penetration by visitors and asking the other sections of the Pentagon to cooperate with the intelligence agencies in directing such visitors to one focal point which alone should be the place to refer them to other agencies.

5. If you think an Interagency Operating Procedure for handling such visitors is desirable, a suggested draft is enclosed.

6. Kindly have your Standing Committee Member notify COAPS if he wishes to discuss this matter further.

*signed: Dep via ER 4/17/50*

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central  
Intelligence

PC/mhb  
COAPS-13 April 1950

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AD/OPC  
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Next 2 Page(s) In Document Exempt

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The Department of the Army office is:

The Department of the Navy office is:

The Department of the Air Force office is:

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2 AUG 1950

MEMORANDUM FOR: SPECIAL ASSISTANT, INTELLIGENCE  
DEPARTMENT OF STATE  
ASSISTANT CHIEF OF STAFF, G-2,  
DEPARTMENT OF THE ARMY  
DIRECTOR OF NAVAL INTELLIGENCE  
DIRECTOR OF INTELLIGENCE, HEADQUARTERS,  
UNITED STATES AIR FORCE  
DIRECTOR OF INTELLIGENCE, ATOMIC ENERGY  
COMMISSION  
DEPUTY DIRECTOR FOR INTELLIGENCE, THE  
JOINT STAFF  
DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

SUBJECT: Conferences with United States Government  
Officials Returning from Abroad

REFERENCE: Memorandum to Participating Members of the  
Intelligence Advisory Committee, dated 7 July  
1950, subject same as above

1. Herewith is a copy of Interagency Operating Procedure  
Number 2, "Conferences with United States Government Officials  
Returning from Abroad," issued pursuant to the reference memo-  
randum. Additional copies may be obtained through your regular  
liaison channels with CIA.

2. This Interagency Operating Procedure is distributed to  
non-participating agencies for information only.

*with ER 8/3/50.*

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central  
Intelligence

Encl. - IOP 2  
PC:ctd  
COAPS-20 July 1950

cc: Executive  
AD/OCD  
AD/OO  
AD/ORE  
AD/OSO  
AD/OSI

AD/OPC  
Chief, I&SS  
✓ Signer's Copy  
General Counsel  
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**CONFIDENTIAL**2 AUG 1950 *gfl*

Mr. W. Park Armstrong, Jr.  
 Special Assistant, Intelligence  
 Department of State  
 Washington 25, D. C.

Dear Mr. Armstrong:

In compliance with your request of July 24th, I have made renewed effort (orally and in writing) to obtain Army participation in the Interagency Operating Procedure about conferences with U. S. officials returning from abroad, but have been unsuccessful.

The Army will make available for these conferences, on an ad hoc basis as heretofore, its Attaches, but maintains it is unable to agree upon conferences for officers outside of the G-2 area. CIA, however, will try to maintain complete coverage for these presentations.

Sincerely yours,

*1950 - with ER 8/8/50*

R. M. HILLENKOTTER  
 Rear Admiral, USN  
 Director of Central  
 Intelligence

PC/dhl  
 COAPS-2 August 1950

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DI/Navy

DI/USAF

signer's copy

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AD/ORE *w/ cy bar*

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8-1-1202

✓ 7 JUL 1950

**MEMORANDUM FOR PARTICIPATING MEMBERS OF THE INTELLIGENCE  
ADVISORY COMMITTEE:**

SPECIAL ASSISTANT, INTELLIGENCE  
DEPARTMENT OF STATE  
DIRECTOR OF NAVAL INTELLIGENCE  
DIRECTOR OF INTELLIGENCE, HEADQUARTERS  
UNITED STATES AIR FORCE

**SUBJECT:** Conferences with United States Government  
Officials Returning from Abroad

With reference to previous correspondence on the above  
subject, the Interagency Operating Procedure transmitted  
with my circular memorandum of 24 April 1950, and its Security  
Agreement, are now considered to be in effect with this  
Agency and the addressees listed above.

*signed disp to 2re - 7/7/50*

R. H. ELLENKORTER  
Rear Admiral, USN  
Director of Central  
Intelligence

ccs to Mr. Trueheart, Capt Ocker, Col Marchant,

PG:ctd  
COAPS-7 July 1950

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Executive  
Chief, I&SS  
AD/ORE  
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*LAC - JPS*

7 JUL 1950

MEMORANDUM FOR: ASSISTANT CHIEF OF STAFF, G-2,  
DEPARTMENT OF THE ARMY

SUBJECT: Conferences with U. S. Government Officials  
Returning from Abroad

REFERENCES: (a) Memorandum from the DCI to participating  
members of the IAC dated 16 February 1950,  
subject as above.  
(b) Memorandum from the DCI to participating  
members of the IAC dated 24 April 1950,  
subject as above.  
(c) Memorandum from the Deputy Assistant Chief  
of Staff, G-2, Department of the Army, to  
the DCI, subject: Interagency Operating  
Procedure dated 21 April 1950, re "Conferences  
with United States Government Officials  
Returning from Abroad", dated 15 June 1950.

1. The proposed Interagency Operating Procedure, Enclosure (A) to Reference (b), is being issued as an agreement between the Central Intelligence Agency, the Department of State, and the Departments of the Navy and the Air Force. It is regretted that the Department of the Army does not wish to be included as a participant in this procedure, see Reference (c).

2. The memorandum transmitting to you the original version of this Interagency Operating Procedure (Reference (a)) explained that the existing procedure was not satisfactory because it was too loose and informal from a security standpoint.

3. I am sure that you understand that the Department of the Army may join in the subject agreement at any time. If you will state your objections to the new procedure, perhaps adjustments can be made to take your wishes into account. Meanwhile, officials of the Department of the Army are welcome to attend CIA-conducted conferences with U. S. Government officials returning from abroad,

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provided they will sign the standard security agreement incorporated in the new procedure.

4. It will be appreciated if you will arrange for the availability for the customary CIA conferences, on an individual basis, of Department of the Army officials returning from abroad who have information of interest to the intelligence agencies.

Signer: *diag to ER 7/7/50*

R. E. HILLERKOSTER  
Rear Admiral, USN  
Director of Central  
Intelligence

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Signer's copy ✓  
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24 APR 1950

**MEMORANDUM FOR PARTICIPATING MEMBERS OF THE INTELLIGENCE  
ADVISORY COMMITTEE:**

SPECIAL ASSISTANT, INTELLIGENCE  
DEPARTMENT OF STATE  
ASSISTANT CHIEF OF STAFF, G-2  
DEPARTMENT OF THE ARMY  
DIRECTOR OF NAVAL INTELLIGENCE  
DIRECTOR OF INTELLIGENCE, HEADQUARTERS  
UNITED STATES AIR FORCE

**SUBJECT:** Conferences with United States Government  
Officials Returning from Abroad

**REFERENCE:** (a) Memorandum of 11 April 1950 to  
Participating Standing Committee  
Members of the IAC

**ENCLOSURE:** (A) Interagency Operating Procedure  
(B) Voting Slip

With reference to discussions by members of our staffs,  
there is enclosed for formal approval an Interagency Operat-  
ing Procedure on the above subject.

*Signed*

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central  
Intelligence

PC/ah1  
COAPS-21 April 1950

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Chief, I&SS  
AD/OSI  
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21 April 1950

INTERAGENCY OPERATING PROCEDURE

**SUBJECT:** Conferences with United States Government Officials  
Returning from Abroad

**AGENCIES PARTICIPATING IN THIS AGREEMENT:**

Central Intelligence Agency  
Department of State  
Department of the Army  
Department of the Navy  
Department of the Air Force

Conferences with United States Government officials returning to the United States from areas which are of significant intelligence interest constitute a valuable source of information for intelligence purposes and may be of great assistance to intelligence specialists by virtue of the opportunity such conferences provide to secure from such officials their personal and uninhibited views and opinions. In order to free such officials from the unnecessary burden of repeating their remarks to successive groups of intelligence specialists, it is agreed that the initial interagency intelligence conference will be conducted under the auspices of the Central Intelligence Agency for the benefit of all agencies participating in this agreement, except in those cases in which, by mutual agreement, it is determined that there is insufficient interest to justify a central meeting outside the agency of which the official is a member. To clarify and standardize certain principles governing the scheduling and conduct of such conferences, the following operating procedures and allocation of responsibilities are agreed upon:

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ENCLOSURE (A)

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1. The intelligence organizations of the Departments of State, the Army, the Navy, and the Air Force will inform CIA as much in advance as possible of officials of their departments returning to the United States after service or official travel in foreign areas which are of significant intelligence interest, and who have information of interest to the intelligence agencies. CIA will keep itself informed, through established liaison channels, of officials of other departments and agencies of the U. S. Government who return to Washington from such areas.

2. Conferences with selected officials who pass through Washington will be scheduled in accordance with the following provisions:

a. The scheduling will be done by CIA through the intelligence organizations of the Departments of State, the Army, the Navy, or the Air Force for officials of these Departments; and by CIA through established liaison channels for officials of other departments and agencies of the U. S. Government.

b. These conferences will be scheduled at a time and place agreeable both to CIA and to the Departments or Agencies concerned.

c. Maximum advance notification of scheduled conferences will be given by CIA to the intelligence organizations of the Department of State, the Army, the Navy, and the Air Force, in order that qualified intelligence specialists of these organizations may participate therein, within the limits of available facilities.

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d. CIA will provide suitable facilities for such conferences.

e. CIA will provide transportation facilities and other appropriate courtesies for the official participating therein.

f. CIA will be responsible for the conduct of such conferences.

3. These conferences are for the benefit of the intelligence specialists having direct interest in the areas and subjects to be discussed. All those attending should be prepared to question the officials from a specialized intelligence viewpoint, since such conferences are not meant for general orientation or passive participation. The need-to-know principle should govern the selection of those designated to attend such conferences.

4. Intelligence specialists who are not able to attend the conferences, or who do not wish to present their questions orally, may submit them to the presiding officer either before or during the meeting. Questions so submitted should bear the name and organization of the intelligence specialist submitting them.

5. Because of the informality and classified nature of such conferences, special security precautions are essential. All of those whose names are submitted for attendance must have been cleared for TOP SECRET by their Departments or Agencies, and should know in advance of the substance of the attached Security Agreement, a copy of which they will be asked to sign before each conference.

6. CIA is able to interview United States Government

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officials returning from abroad who do not pass through the Washington area, in a manner similar to its operations under the provisions of NSCID No. 7. CIA will do this in the interests of and according to requirements submitted by the intelligence organizations of the Departments of State, the Army, the Navy, and the Air Force.

Enclosure:  
Security Agreement

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CONFERENCE WITH U. S. GOVERNMENT OFFICIAL RETURNING FROM ABROAD

NAME and TITLE of OFFICIAL: \_\_\_\_\_

DATE, TIME, and PLACE OF CONFERENCE: \_\_\_\_\_

SECURITY AGREEMENT

I, the undersigned, having already been certified as cleared for TOP SECRET by the Department or Agency which I represent, understand that my participation in this conference entails on me special security responsibilities. I understand that this conference is classified and that the official whose name appears above has been requested to give his personal, uninhibited and informal views and opinions on the areas and subjects to be discussed. Therefore, I agree to the following special security precautions:

a. To give an appropriate classification to items of intelligence information derived from this conference, and, if necessary, to disseminate them only on a strict need-to-know basis within my own Department taking every precaution to protect the source.

b. To make no dissemination of personal views or opinions expressed at this conference, and to make use of such personal views or opinions only in the evaluative process of intelligence production, without revealing their immediate source.

c. To ask no questions about clandestine operations nor about clandestine sources of any U. S. intelligence organization.

I understand, in conclusion, that my signature affixed hereto constitutes a record of my attendance at this conference, and that any indication of even an inadvertent unauthorized disclosure of matters discussed hereat will result in a thorough investigation.

TYPED NAMES AND AGENCY

SIGNATURES

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MEMORANDUM FOR: Director of Central Intelligence  
Attention: Coordination, Operations,  
and Policy Staff  
2430 R Street, N. W.  
Washington 25, D. C.

I approve of the Interagency Operating Procedure dated  
21 April 1950 re "Conferences with United States Government  
Officials Returning from Abroad," participated in by CIA,  
State, Army, Navy, and Air Force:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Department or Agency)

\_\_\_\_\_  
(Date)

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ENCLOSURE (B)

Approved For Release 2003/07/29 : CIA-RDP80R01731R001200050074-7